Richland County Coronavirus Relief Fund ("CRF") Uses
I. First Round Receipt – $2,028,463.36
   A. Amount Appropriated or Accounted for to Date – $1,766,086.54
   B. Remaining Balance – $261,900.70
   C. Strategy – Obviously, all appropriations must meet CRF guidelines.
      1. 1st – Started with reimbursements first. Opened county wide (inside and outside General Fund) to agencies/departments who did not already receive CRF.
      2. 2nd – Benefit of County Outside Government Structure – Mobile Hot Spots for County Schools & Small Business Grants (similar to Summit County)
         a. Infra
      3. 3rd – Long-term Capital Investments for County – Digital Upgrade in Recorder’s Office, COVID Transport Vehicles for Sheriff’s Office
         a. Infra

II. Next Round Appropriations
   A. Payroll Expenses for Public Safety Personnel (retroactive, and large portion) – Infra
   B. Digital-Online Software for Clerk & Building Codes – Infra
Mobile “Hot Spots”

I. Overview – Similar to Cuyahoga County Program
   A. Amount Appropriated - $500,000 for 1,201 mobile “hot spots” for **ALL** K-12 schools to assist with remote learning.
   B. Partnered with North Central Ohio Computer Collaborative (“NCOCC”) on hot spot carriers and distribution.
      1. NCOCC looked at coverage maps to determine best carrier for each school district.
   C. Schools determined:
      1. # of mobile hot spots they would need;
      2. The determination of what families were in need; and
      3. Amount of firewall protection.

II. Plan Structure – Varies by Provider
   A. ATT&T/T-Mobile-Sprint – $15.17 per month. There is a speed ramp down after so much usage.
      1. County schools using these providers got a 2-year commitment.
   A. Verizon – $22.69 per month.
      1. County schools using this provider received this price only through June, but they provided the best actual coverage per the location of the school.
Small Business Grants

I. Overview – Similar to Summit County in partnership with Akron Chamber of Commerce.
   A. Amount Appropriated - $275,000.
      1. $250,000 goes to grants themselves, and $25,000 to Richland Area Chamber (“Chamber”) as an administrative fee.
   B. How the Program Works
      1. Grant Amounts Available – Up to $5,000 for small businesses or $2,000 for sole proprietors to reimburse for costs associated with responding to the epidemic and business interruption losses.
      2. The Chamber worked with the Akron Chamber to develop the online application and scoring rubric used to rank the applicants.
      3. The Chamber is responsible for marketing the program, working with businesses on applications and collecting necessary documentation for auditing purposes.

II. Additional Information
   A. The structure is now available for other jurisdictions in the County to participate to assist businesses within their cities, villages, and townships with CRF as well.
   B. Obviously the County could appropriate additional CRF if funds get exhausted with Round 2 monies.
I. Overview – County contracted with Kofile.
   A. Basis for CRF Appropriation – OBM suggested uses for CRF include: “Build functionality to offer government services to the public online which reduces the number of in-person interactions.”
   B. Project Purpose: Archival Digitization – Physically scan, and digitize mortgage deeds and indices from July 31, 1846 to April 4, 1989.
      1. Prior to April 4, 1989 the law suggested county recorders maintain numerous sets of books for anything to be recorded in their offices.
      2. Subsequent to that they could go use 1 series of books called an official record.
      3. Individuals will have the capability to locate needed documents to complete their real property work online, thus reducing “the number of in-person interactions.” Inter-office staff will be able to do this remotely as well if the state were to enter another “stay-at-home” phase.
   C. Cost – $611,998.32
      1. Kofile uses GSA contract pricing so county did not have to put project out to bid.
I. Overview – Ordered 4 total, 1 for each patrol shift and jail.
   A. Amount Appropriated - $204,030.80 with additional requests forthcoming.
   B. Purpose – Specially designed to transport individuals with COVID-19 or suspected of having COVID-19.
   C. Vehicle Design
      1. All plastic coverings in the transport part of the vehicle (seat, door panels, etc.) to aid in quick sanitization.
      2. Transport area separated from floor boards to roof further protecting operator from contamination.
      3. Vehicles equipped with necessary PPE, and can be taken out of service for complete sanitization without a reduction in fleet.
      4. Soon to be equipped with a heating mechanism to heat up vehicle to temperatures known to kill virus.
Payroll Expenses

I. Amount to be Appropriated – TBD, but anticipated to be several millions of dollars.

II. Guidance

A. Feds - “The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise;”

B. State – Softened with most recent guidance.

1. June 19, 2020 – “Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency are allowable. . . OBM generally defines a benchmark for identifying substantial dedication to be a contribution of 50% or more of time; however, it is up to each jurisdiction to define its own thresholds of substantial dedication and document the justification for that decision.

2. July 16, 2020 – “Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency are allowable. . . For our state-level purposes, we are sharing that OBM generally defines a benchmark for identifying substantial dedication to be a contribution of 50% or more of time. Jurisdictions are welcome to follow this benchmark or not; it is up to each jurisdiction to define its own thresholds of substantial dedication and document the justification for that decision.

III. Richland County Approach/Process – We are approach the payroll costs as if we have to satisfy the initial state guidance issued on June 19, 2020.
A. Passage of Specific Payroll Cost Resolution – Resolution lists the relevant guidance/laws, and the specific positions we plan to apply CRF to payroll.

B. Documented Justification
   1. Master Spreadsheet – Lists every position within Sheriff’s Office (911, Jail, Patrol), and the corresponding documents showing the “substantial dedication” justification.
   2. “Substantial Dedication” – Sheriff’s Office spent much time on documenting (18 pages, single-spaced) noting how nearly all positions in all 3 department’s of the Office substantially dedicated their services “to mitigating or responding to the COVID-19 public health emergency.”
# Payroll Expenses Ex.

## Master Spreadsheet

<table>
<thead>
<tr>
<th>EE #</th>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Location</th>
<th>Minis Payroll Position</th>
<th>Job Title</th>
<th>Supporting Document(s)</th>
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<tbody>
<tr>
<td>123</td>
<td>Kelly</td>
<td>Brian</td>
<td>E</td>
<td>255 - Sheriff</td>
<td>Captain-Division Commander</td>
<td>Captain, Deputy Patrol</td>
<td>CRF Appropriated for Public Safety Payroll - RCSO - In General / CRF Appropriated for Public Safety Payroll – 119-911-255-Sheriff – Specific Positions #1</td>
</tr>
<tr>
<td>1334</td>
<td>Book</td>
<td>Ian</td>
<td>P</td>
<td>255 - Sheriff</td>
<td>Captain-Division Commander</td>
<td>Captain, Support &amp; 911</td>
<td>CRF Appropriated for Public Safety Payroll - RCSO - In General / CRF Appropriated for Public Safety Payroll – 119-911-255-Sheriff – Specific Positions #1</td>
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<tr>
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<td>Rockne</td>
<td>Knute</td>
<td>L</td>
<td>255 - Sheriff</td>
<td>Sergeant-Deputy Patrol</td>
<td>Training Coordinator</td>
<td>CRF Appropriated for Public Safety Payroll - RCSO - In General / CRF Appropriated for Public Safety Payroll – 255-Sheriff – Sergeant-Deputy Patrol Training Coordinator</td>
</tr>
<tr>
<td>2468</td>
<td>Quinn</td>
<td>Brady</td>
<td>C</td>
<td>255 - Sheriff</td>
<td>Deputy Patrol</td>
<td>Support Bureau Deputy</td>
<td>CRF Appropriated for Public Safety Payroll - RCSO - In General / CRF Appropriated for Public Safety Payroll – 119-911-255-Sheriff – Specific Positions #1</td>
</tr>
</tbody>
</table>
Substantial Dedication Justification: Portion of Training Coordinator Document

There have also been numerous adjustments made to the FTO program. In the patrol division, 3 new deputies were hired who have been in the FTO program during the pandemic. This has greatly impacted their training, as well as the training officers’ ability to train. There have been several areas in the training program that had to be postponed and the trainees were not able to partake in. This includes having limited exposure to the public, handling calls by phone rather than in person and having limited exposure to traffic enforcement. Due to these limitations, the field training needs to be extended for these new employees. This creates the need for training officers to continue training for a longer than average time frame at an increased pay rate. Additionally, while the new employees are in field training, they are unable to be included on the schedules as man power, potentially creating manpower issues that would have normally been eliminated if their training was completed on schedule. Also, due to the pandemic and limited production, ordering uniforms and equipment for the new employees has been extended and vehicle availability is limited for them to begin their shadow phase. As it still pertains to training, the use of the training room has also been effected by the pandemic. The Correction Academy, which was being held at this agency’s training facility, was in progress when the pandemic began. This consisted of correction officers from numerous counties throughout the state. This caused constant monitoring of OPOTA and state regulations to comply with the health regulations. Also, this caused concern due to numerous officers from numerous correctional facilities meeting together for training. This position (and the Office as a whole) needed to monitor the conditions of the Richland County Jail and Richland County public infection. The training room was also used by other outside agencies that had meetings or training scheduled. These all needed to be cancelled and/or rescheduled, due to not being able to allow outside groups to use the room. Lastly, on a regular basis, if the training room was used for any reason, the Coordinator had to sanitize the room, including all tables, chairs and equipment, to minimize the chance of infection.

As it pertains to Registered Sex Offenders, the registration process for the records department substantially changed to meet health guidelines associated with COVID-19 response (see Records report for further). The Training Coordinator was responsible for creating a weekly list of sex offenders required to register their address to be verified in person. Normally, the list is created every Monday morning and is then distributed to each of the three shifts for the patrol deputies to make contact at residences and verify the offender lives there. The list contains anywhere from 10 to 30 verifications each week. Due to the pandemic, in order to limit COVID-19 exposure to deputies; the Coordinator completed all address verifications. This was a duty normally distributed between 26 deputies to complete and, was completed by one. This created an excessive amount of time spent for the Coordinator to travel throughout Richland County to verify addresses, taking away from time needed to be spent completing other duties and responsibilities.

When a registered sex offender is not in compliance and has violated his or her rules and regulations, the Coordinator must investigate and file charges when appropriate. This requires issuing an immediate warrant for the offender due to the risk to public safety. As a result of the pandemic, the hours of the courts were limited, there were times when the Coordinator had to wait until the court reopened in order to issue warrants.

Lastly, due to the need to reduce inmate population, the Sheriff’s Office was required to release numerous sex offenders in violation. The ripple effect of such caused the Coordinator to conduct more investigations. In some instances, once an offender has been arrested on their warrant for violating their regulations, they have been immediately released by the courts. The end-result created a repeating cycle of investigations.
Codes Online Transition

I. Overview
   A. Approximate Cost - $80,000
      1. This includes accompanying hardware: Electronic Plan Review Table, Computer, and Large format printer/scanner.
   B. Main Purpose – Moves the process remote as opposed to in-person.
      1. Applicants can file for permits online while also allowing the Building Department to accept them electronically.
      2. It even allows applicants to view real time status of permit.
      3. Once complete the Department can notify applicants via E-Mail of the approved drawings and the necessary document via PDF. Currently, they must come to the Building Department to pick up those items prior to scheduling inspections.
   C. Compliance with CRF Guidelines
      1. Substantially reduces the number of “in-person interactions” by moving the permit process online.
      2. Remote Work – The majority of our staff is very limited in their ability to work from home due to that fact the our office is presently paper based and scheduling inspections, taking in new permits, etc. The online portal would allow them to process new permits from home.
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